

Emergency Evacuation Policy

Fire Prevention

- A. All flammable, combustible or explosive materials shall be properly marked and stored in approved and fire resistive containers or cabinets away from air intakes, or areas subject to possible physical damage.
- B. All Electrical wires shall be kept in good condition. Any fraying or cracking must be reported to the facility manager and repaired immediately or removed from service.
- C. Spills of flammable liquids must be cleaned up immediately. All flammable waste products, such as soiled rags, papers and chemical containers, etc., shall be disposed of in accordance with applicable environmental regulations.
- D. All chemicals (paints, adhesives, sprays, etc.) shall be approved by the Facility Manager/Fire Safety Officer before using.

Fire Equipment

- A. Portable fire extinguishers appropriate to the type of fire expected (natural materials, electrical, flammable liquids or metals) shall be conspicuously located and mounted where they will be readily accessible. Extinguishers shall not be obstructed or obscured from view. All fire extinguisher locations shall comply with applicable code requirements.
- B. All fire protection system equipment and devices are to be inspected and/or tested as required by all applicable codes. Written records of all inspections/testing activities shall be maintained at each facility by the facility manager.
- C. Personal safety shall not be jeopardized by anyone attempting to extinguish a fire with a fire extinguisher.

Fire /Emergency Evacuation

- A. All primary and secondary egress areas (corridors, hallways, stairs, etc.) shall not be used for storage and must be unobstructed, assessable and clearly marked at all times.

- B. Every facility shall have primary egress areas posted for viewing by all occupants of the building.
- C. There must be at least two means of egress remote from each other in the facility or any work area so employees have an alternate means of egress due to one means of egress being blocked.
- D. All exits shall terminate directly at a public way or at an exterior exit discharge. Yards, courts, open spaces or other portions of the exit discharge shall be of required width and size to provide all occupants with safe access to a public way
- E. Every door and every principal entrance that is required to serve as an exit shall be designed and constructed so the way of egress travel is obvious and direct.

Fire Safety Personnel

- A. The DGS Fire and Safety Officer will be available for consultation
- B. Each Facility Manager will ensure that DGS approved fire prevention procedures are practiced and fire safety and evacuation procedures are distributed to building tenants.
- C. The Wardens will assist the Facility Manager with ensuring fire prevention procedures are practiced and that all staff are familiar with fire safety and evacuation procedures.

PROCEDURES

Fire Safety Personnel

- A. The Fire and Safety Officer will
 - 1. Provide training and orientation for fire wardens and deputies
 - 2. Provide consultation to DGS Facility Managers in fire safety and evacuation plans.
 - 3. Maintain a current list of all Facility Managers, Fire Wardens and Deputy Fire Wardens which includes agency location (e.g. first floor, north end, etc.), agency telephone number and home numbers, if necessary and persons requiring special assistance.
 - 4. Ensure that fire drills and fire safety training are conducted by the authority having jurisdiction.

B. Facility Managers will:

1. Ensure that all tenant agencies have current DGS approved evacuation Plan.
2. Ensure that all fire exits are unlocked and that all self-closing doors are not illegally locked in any manner.
3. Ensure that no obstructions including file materials are permitted in the aisles and corridor space or are stacked in front of doorways.
4. Ensure that all tenant agencies designate at least one Fire Warden and one Deputy Fire Warden for each floor of each facility and provide their names and phone numbers to the Fire and Safety Officer.
5. Ensure that all personnel are familiar with the locations and use of fire extinguishers.
6. Ensure that all personnel are familiar with egress routes and fire safety policy and procedures.
7. Ensure all exit signs, emergency lights, alarm doors and/or fire extinguishers are working properly.
8. Ensure that employees avoid accumulation of combustible items.

C. Fire Wardens and Deputy Fire Wardens will

1. Be familiar with the location, type, general use and purpose of the portable fire extinguishers.
2. Acquaint all staff , current and each new hire, with the evacuation plan, fire extinguisher locations and pull stations.
3. Report to the facility Manager any of the following deficiencies
 - a. Missing or damaged fire extinguishers.
 - b. Obstructed fire exits.
 - c. Exit lights and emergency lights not functioning properly.
 - d. Fire prevention housekeeping measures are practiced by all staff
 1. No improper extension cords
 2. No cluttering and blockage of work areas

Immediately report any problems or malfunctions in equipment that may present a fire/safety risk to the facility manager who will take immediate corrective action.

5. Be aware of any persons requiring special assistance in the area and make pre-arranged procedures for their immediate evacuation.

Fire Evacuation

- A. Any employee (including Fire Wardens and Deputies) discovering a fire will

Activate the nearest Fire Alarm Pull Box.

Call 911

- 3 Do not attempt to extinguish a fire if personal injury seems imminent.

4. Initiate Evacuation Procedures.

- B. The Fire or Deputy Fire Warden upon notification of alarm will

- 1 Start approved evacuation procedures in accordance with existing facility evacuation procedures.

(88). The following checklist is to be used as reminder when filling out the incident report

- 1 Date and time the incident occurred

2. Location (where did it occur?)

- 3 How did it start?

4. Who responded?

5. Who was involved in the incident?

6. Who reported the incident and to whom was it submitted?

7. What amount of time elapsed between the time of the incident and the time that the incident was responded to?

8. What were the results of the investigation of the incident?

9. Was the Building Superintendent notified of the incident?

10. Was the Fire Department notified? _____ Yes _____ No

POLICY FOR BOMB THREATS AND EXPLOSIONS

- A. ALL BOMB THREATS WILL BE TREATED AS IF AN EXPLOSION WILL RESULT.
- B. The Fire Warden(s) in each facility shall ensure that each employee has a copy of the bomb threat procedures and is thoroughly acquainted with the procedures.
- C. The Facility Manager will ensure that following a bomb threat the Bomb Threat Phone Report and the Caller Identification Checklist are submitted to DGSP or authority having jurisdiction in a timely manner.
- D. The authority having jurisdiction will have the ultimate authority in all emergency situations and assume full command as soon as they arrive on the scene.

PROCEDURES FOR BOMB THREATS AND EXPLOSIONS

- A. Telephone bomb threats:

Upon receiving a telephoned bomb threat, remain calm and be firm while asking these questions:

- a. Where is the bomb?
- b. What does it look like?
- c. When is it going to explode?
- d. How is it deactivated?
- e. Why was the bomb placed?

Listen to the voice carefully and note any identifying characteristics (raspy voice, lisp, etc.)

- 3. Inform the caller that innocent people could be injured or killed if the bomb explodes.
- 4. Immediately call 911 to report the threat to the Police Department.
- 5. Immediately notify the senior responsible person on-site and follow instructions.
- 6. Immediately notify the Security Office.

B. Written bomb threats:

1. Upon receiving a written bomb threat, handle the letter as little as possible.
2. If there is immediate danger, call 911 to report the threat and notify the senior responsible person on-site prior to calling 911.
3. If time permits notify the senior responsible person on site before calling 911.

C. Face-to-face verbal bomb threats:

1. Report immediately to the senior responsible person on-site.
2. Notify Authority having jurisdiction if not under DGSP Control
3. Refer to Bomb Threat Caller ID Checklist for gathering information
4. Include as much information as possible on the person giving the threat

D. Evacuations due to bomb threats:

1. The senior responsible person shall
 - A. Notify authority having jurisdiction
 - B. Notify Key Personnel
 - C. If possible let the authority having jurisdiction make pertinent decisions about evacuations
2. Employees shall evacuate the premises in an orderly manner, using the fire alarm and the fire evacuation procedures.

E. Bomb or suspicious item discovered:

1. **DO NOT TOUCH ANY SUSPICIOUS ITEM!**
2. **DO NOT WALK PAST THE BOMB** unless absolutely necessary. An alternative is to move in the opposite direction, putting at least two walls between personnel and the suspected bomb.
3. **DO NOT DISTURB THE CRIME SCENE.**
4. Notify the senior responsible person of the exact location and appearance of the

object.

5 The senior responsible person will

- 1 Call 911.
- 2 Notify the Fire Wardens and Deputies to proceed with evacuation to a safe distance (at least 1000 feet).
- 3 Open doors and windows in the immediate area of the suspected bomb, if there is no danger in doing so.

F. Explosion

- 1 Notify building tenants of the urgency to leave building
- 2 Safety of occupants is a priority (take head count etc.)
- 3 Ensure evacuation procedures are in place and secure scene

G. Reporting bomb threats:

The person receiving the threat will complete the following forms and submit them to DGSP or authority having jurisdiction prior to the end of the next working day.

- a. Bomb Threat Phone Report (Exhibit 1)
- b. Call Identification Checklist (Exhibit 2)

BOMB THREAT PHONE REPORT

Date and time of call received

Exact words of caller

Remain calm and be firm. Keep the caller talking; ask these questions in order:

a. Where is the bomb? Exactly?

b. What does it look like?

c. What will make it explode?

d. How do you deactivate it?

e. When is it going to explode?

f. Why was it put there?

If the building is occupied, inform the caller that detonation could cause injury or death.

CALLER IDENTIFICATION CHECKLIST

CALLER'S IDENTITY:

SEX: ____ male ____ female ____ adult ____ juvenile

APPROXIMATE AGE:

ORIGIN OF CALL: ____ local ____ long distance ____ booth ____ internal

VOICE:

____ loud ____ soft ____ fast ____ slow ____ raspy ____ deep

____ distant ____ distorted ____ intoxicated ____ stutter ____ nasal

____ lisp ____ slurred Other _____

ACCENT:

____ local ____ foreign Other _____

MANNER:

____ calm ____ rational ____ deliberate ____ righteous ____ angry

____ irrational ____ incoherent ____ emotional ____ laughing

Other _____

BACKGROUND:

____ factory ____ music ____ office ____ mixed ____ street ____ trains

____ animals ____ quiet ____ voices ____ airplanes ____ party

Other _____

FAMILIARITY:

Did the caller's voice sound familiar? ____ yes ____ no

Did the caller appear familiar with the building or area by his description of the bomb location?
____ yes ____ no

ANY OTHER REMARKS:

